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1. Time is universally static irrespective of geographical location. There are 24 hours in a day all over the world. This has remained constant. However, our activities are numerous; so to achieve all our goals within the limited time depends on how we manage the time available for us. Managing one‘s time can efficiently and effectively lead to a better performance, both at work and at home. Time in an organization is an intangible factor of production that cannot be reclaimed once lost. Time is our most precious asset, yet we mismanage it. Effective time management not only affects the productivity of employees, but also helps to cope with stress, conflicts and pressure more efficiently. It also helps in maintaining a healthy work-life balance, and keeps employees motivated. Time Management refers to managing time effectively so that the right time is allocated to the right activity. Effective time management allows individuals to assign specific time slots to activities regarding their importance. Time Management refers to making the best use of time as time is always limited. Effective time management however demands a good sense of management and organization in the work life of both the managers and the employees.